

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>	<u>EFFECTIVE</u>
ADMINISTRATIVE ASSISTANT I	00501	1-16-93
ADMINISTRATIVE ASSISTANT II	00502	7-16-82

SERIES DISCUSSION:

The purpose of the Administrative Assistant series is to provide staff and coordinative services to the administrative and/or management personnel of an agency. Whether utilized as a staff assistant or a confidential assistant, the Administrative Assistant as assigned performs services necessary to the operation of various phases of an agency's program. Administrative Assistants, having a direct working relationship with their supervisor, are official representatives in the promotion and effectuation of agency policies and programs. An Administrative Assistant position derives its authority and reason for existence from the presence of a superior administrative or managerial position in the organizational structure of an agency, board or commission. Any authority possessed by an incumbent of an Administrative Assistant position exists because of a specific assignment and continues only until the assignment is completed. Incumbents of this series may provide continuous direct supervision to a small personal staff, but for a given period of time, because of specific assignments, the scope of their authority may be broadened to include the functional direction of a larger number of agency personnel.

SERIES OPTIONS:

STAFF ASSISTANT:

An Administrative Assistant may be assigned a wide variety of administrative tasks in several areas of the agency's program which may include: assisting in the planning, developing and installing of agency programs and procedures, directing and/or participating in conducting studies to evaluate existing and proposed programs, procedures and policies, and directing and/or participating in the agency's liaison activities. The level of a position in this series is determined by the size of the agency in which it is located and the complexity of its program, by the variety of its assignments and the initiative required in performing them, by the independence with which it operates and by the extent and nature of liaison and advisory responsibilities involved.

CONFIDENTIAL ASSISTANT: *

An Administrative Assistant may serve as the confidential assistant to the director or chairman of an agency, board or commission performing those selected tasks the director or chairman may assign. The class level of a confidential assistant is determined by applying the same criteria as is utilized in classifying a "staff assistant."

- * With the amendment of Section 4d(1) of the Personnel Code, the director or chairman of each state agency, board or commission is permitted, by law, one confidential assistant.

SERIES ALLOCATION FACTORS:

Although the "Distinguishing Features of Work" and the "Illustrative Examples of Work" sections of the Administrative Assistant series specifications are both necessary to the proper allocation of such positions, each section has its own distinct purpose.

The "Distinguishing Features of Work" section of the specification contains those factors considered to be necessary in determining the level of the Administrative Assistant series to which the positions should be classified.

The "Illustrative Examples of Work" section of the specification is intended to serve as a complement of the "Distinguishing Features of Work" in that the examples are only representative of various types of work that may be performed by positions allocated to this series. A position description containing duties not listed in the "Illustrative Examples of Work" section of these specifications may still be classified to the Administrative Assistant series as long as the duties performed are similar, related, logical assignments of the particular position. Conversely, the inclusion of one or more of the examples of work in a position does not necessarily result in allocation to this series.

ADMINISTRATIVE ASSISTANT I

POSITION CODE: 00501

DISTINGUISHING FEATURES OF WORK:

STAFF ASSISTANT:

A position to be allocated to the Administrative Assistant I class performs a variety of staff functions that relate to the responsibilities of an agency operational administrative position located in a small division or an equivalent organizational level, or performs a variety of routine and nonsensitive functions for the director or chairman of a department, board or commission.

An incumbent of this class functions under general direction with responsibility for several phases of one or more small programs of a department, division, or section.

The staff assignments for which the incumbent is responsible include: assisting in the interpretation and installation of programs and procedures, assisting in feasibility studies, and conducting studies and investigations of problems affecting agency operations.

Assignments usually require elementary knowledge of the functions of the agency in which the incumbent is employed, but accomplishment in a specific technical field is not required.

The decisions made are of the type that precludes the possibility of committing an agency's program to other than obvious courses of action.

CONFIDENTIAL ASSISTANT:

A position of the Administrative Assistant I level can function as the confidential assistant to the director of an agency, board or commission in accordance with the provisions of Section 4d(1) of the Personnel Code and with the approval of the chief executive.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Functions as a staff assistant to administrative or management personnel, or to the director or chairman of a department, board or commission, participating in the analysis of existing operations, systems, budget requests, or equipment, in order to make recommendations leading to reduced operating costs, improved services, and greater general efficiency.

ADMINISTRATIVE ASSISTANT I (Continued)

2. Conducts investigations and studies of limited scope and of a nonsensitive nature.
3. Assists in the effectuation of sound administrative operations and the execution of established programs of the department or an organizational unit within the agency.
4. Performs liaison work as a representative of their superior, with other administrative and management personnel in the agency.
5. Functions as a representative of the department or organizational unit in delivering talks on agency activities to interested groups; discusses and interprets agency programs and procedures for the general public and representatives of private organizations.
6. May supervise a small technical or clerical staff in carrying out functions of the position.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration.

Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

ADMINISTRATIVE ASSISTANT II

POSITION CODE: 00502

DISTINGUISHING FEATURES OF WORK:

STAFF ASSISTANT:

An incumbent of this class is responsible for performing a variety of staff assignments some of which may be of a sensitive or controversial nature. An incumbent of this class functions under administrative direction and assists in the administration and coordination of one large or several small agency programs.

The incumbent initiates and applies procedures for specific work charged to the individual, subject to administrative direction which defines the general activities within board limits of established policy and procedures.

Assignments usually require a working knowledge of the operations, personnel and organizational structure of the agency in which the incumbent is employed, but accomplishment in a specific technical field is not required.

The decisions made by the incumbent may commit the operational program to specific courses of action and may have an effect upon the operating procedures of the program or programs coordinated.

CONFIDENTIAL ASSISTANT:

A position of the Administrative Assistant II level can function as the confidential assistant to the director of an agency, board or commission in accordance with the provisions of Section 4d(1) of the Personnel Code and with the approval of the chief executive.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Functions as a staff assistant to administrative or management personnel, or to the director or chairman of a department, board or commission, assisting in the planning, development, and execution of operating procedures for the program or programs coordinated, or may function as the confidential assistant to the director or chairman of an agency, board or commission.
2. Directs and conducts a variety of studies and investigations of problems affecting agency operations; advises superior on personnel and budgetary problems and other administrative matters.

ADMINISTRATIVE ASSISTANT II (Continued)

3. Recommends sound administrative operations and the extension of agency policies to develop administrative responsibility and internal control; assists in formulating work schedules.
4. Performs liaison work between agencies and representatives of private organizations; confers with superior and officials from other agencies in the development, interpretation and installation of programs and procedures; interprets, discusses and explains agency programs to interested groups; speaks on agency activities to general public.
5. May supervise a small technical or clerical staff in carrying out functions of the position.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration.

Requires two years of professional experience in a public or private organization.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.